

Vol 4

Nebraska Department of Health and Human Services Job Mart Vacancies for the week of January 29, 2009

Applications, typing/data entry tests, and supplemental questionnaires need to be on file, received, or postmarked on or before the closing date to be considered. DO NOT SEND BY INTEROFFICE MAIL!

Submit to:
AS State Personnel
1st Floor, 301 Centennial Mall South
P.O. Box 94905
Lincoln, NE 68509
Office Phone: (402) 471-2075

Once your application is on file, contact State Personnel's office number at (402) 471-2075 to activate your application form. When requesting consideration for any of these vacancies, please be sure to state your name, social security number, and the job title and position number of the job(s) for which you wish to apply.

Employment applications are valid for one year from the date submitted. If you have recently been hired into a permanent position and wish to be considered for a job vacancy, your application must reflect your current job!

When **"Internal Applicants Only"** is indicated behind the job title, it means applications will be accepted from only current DHHS employees, no matter where they work throughout the State of Nebraska.

We do pre-employment drug testing for safety sensitive positions.

Description of vacancies by geographic location

WESTERN NEBRASKA

Staff Care Technician II; Western Nebraska Veterans' Home; \$9.84/hr.

#257-18134-2 Full-time, 2 pm-10:30 pm, every other weekend off.

#257-18121 Part-time, 2 pm-10:30 pm, 4 days per week, every other weekend off.

#257-18143-3 Full-time, 2 pm-10:30 pm, every other weekend off.

#257-18130-1 Full-time, 6 am-2:30 pm, every other weekend off.

Provide routine nursing duties involved in care of elderly, mentally and physically incapacitated members in the Veterans' home. REQUIREMENTS: Must be at least 18 years of age and completed an approved 76 hour Nursing Assistant course. Ability to do heavy lifting (40 lbs – floor to waist, 30 lbs – waist to shoulder, 50 lbs push and 100 lbs pull) on a daily basis. Ability to stoop, bend, reach overhead and walk or stand up to 90% of the shift. Successful completion of Medication Aide course within first year of employment. **CLOSING DATE: OPEN UNTIL FILLED.**

Nurse Supervisor #257-18096; Western Nebraska Veterans' Home; \$20.40/hr. Additional salary based on experience. Part-time, schedule: 10:00 pm-6:30 am, every other weekend off.

Responsible for assessment and direct care through rounds, meeting with members and families; member evaluations, preparing referrals and reporting; direct supervision of team, preparing schedules, performance evaluations, disciplinary actions, and commendations. Administer treatments and medications per policies. May assist in facility education program and serve on assigned committees and special projects. REQUIREMENTS: RN in Nebraska required. Skill in member care and assessments; supervising professional and paraprofessional staff, ability to maintain effective departmental and interdepartmental working relationships, ability to effectively and positively problem solve. Knowledge of nursing care standards, practices, and specialized procedures used in the geriatric client; VA and Health Department regulations for maintaining licensure preferred. Must have demonstrated dependability and satisfactory performance to include positive working relationships in a team setting at all times. **CLOSING DATE: OPEN UNTIL FILLED.**

Child & Family Services Specialist Trainee #254-31243 & 31237; Gering \$13.13-15.18/hr. Full-time, M-F, 8 am-5 pm, rotating weekend on-call. Caseload may include a combination of Child & Juvenile Services. Promotion to Child and Family Services Specialist will occur after successful completion of required classroom and on-the-job training programs. Investigate allegations of abuse/neglect. Visit homes, conduct family assessments, establish safety plans, and initiate court interventions. Develop, implement, and evaluate treatment plans; authorize, coordinate, and provide family services. Prepare cases with appropriate legal staff and testify in court. Develop community resources; work with schools, law enforcement, and mental health providers; inform the public of protection and safety services. Perform crisis intervention. Prepare documentation, correspondence, and court reports. Casework may be with children/juveniles who have been adjudicated as delinquent or status offenders. May physically apprehend and take into custody youth that have violated the conditions of a behavioral contract. REQUIREMENTS: Bachelors degree required; prefer Bachelors degree in social work, psychology, sociology, counseling, human development, mental health care, education, or closely related area. After hire, must be certified in training, which de-escalates and manages communication and physical interactions. Valid driver's license or the ability to provide independent authorized transportation. Within your State Employment Application address how your background enables you to fulfill the responsibilities of this position, including all casework experience. **CLOSING DATE: OPEN UNTIL FILLED.**

DHHS Resource Developer #254-31184; North Platte; \$14.12/hr. Full-time, M-F, 8-5. Recruit, enroll, train and monitor contracted providers for various human services programs affecting adults, children, and families; make on-site visits to conduct home studies and licensing functions with those providers. Collaborate with communities, other service agencies and community-based providers to develop resources, which support children, families and adults. REQUIREMENTS: Requires at least 24 hours post high school course work in social work, counseling, psychology or other Human Service related field and experience in resource development, eligibility determination with public service organization OR

Bachelors degree in fields listed above. Some travel is required. Valid driver's license or the ability to provide independent authorized transportation. **CLOSING DATE: 02/03/09.**

Child & Family Services Specialist Trainee #254-31254; Alliance; \$13.13-15.18/hr. Full-time, M-F, 8-5, rotating weekend on-call. Promotion to Child and Family Services Specialist will occur after successful completion of required classroom and on-the-job training programs. This is a generic caseload assignment. Will investigate allegations of abuse/neglect, visit homes, conduct family assessments, establish safety plans, and initiate court interventions. Develop, implement, and evaluate treatment plans, authorize, coordinate, and provide family services. Prepare cases with appropriate legal staff and testify in court. Develop community resources; work with schools, law enforcement, and mental health providers; inform the public of protection and safety services. Perform crisis intervention. Prepare documentation, correspondence, and court reports. Casework may be with children/juveniles who have been adjudicated as delinquent or status offenders. REQUIREMENTS: Bachelors degree required; prefer degree in social work, psychology, sociology, counseling, human development, mental health, education, criminal justice or closely related field. After hire, must be certified in training to de-escalate and manage communications and physical interactions. Valid driver's license or the ability to provide independent authorized transportation. Within your state application, address how your background qualifies you for this position. **CLOSING DATE: OPEN UNTIL FILLED.**

Child & Family Services Specialist Trainee #254-31289; Lexington; \$13.13-15.18/hr. Full-time, M-F, 8-5, rotating weekend on-call. Promotion to Child and Family Services Specialist will occur after successful completion of required classroom and on-the-job training programs. This is a generic caseload assignment. Will investigate allegations of abuse/neglect, visit homes, conduct family assessments, establish safety plans, and initiate court interventions. Develop, implement, and evaluate treatment plans, authorize, coordinate, and provide family services. Prepare cases with appropriate legal staff and testify in court. Develop community resources; work with schools, law enforcement, and mental health providers; inform the public of protection and safety services. Perform crisis intervention. Prepare documentation, correspondence, and court reports. Casework may be with children/juveniles who have been adjudicated as delinquent or status offenders. REQUIREMENTS: Bachelors degree required; prefer degree in social work, psychology, sociology, counseling, human development, mental health, education, criminal justice or closely related field. After hire, must be certified in training to de-escalate and manage communications and physical interactions. Valid driver's license or the ability to provide independent authorized transportation. Within your state application, address how your background qualifies you for this position. Bilingual skills in English and Spanish preferred. **CLOSING DATE: OPEN UNTIL FILLED.**

CENTRAL NEBRASKA

Staff Care Technician II; Grand Island Veterans' Home; \$9.84/hr.

#257-07380-1	Part-time; Anderson	2 nd shift – 8	TBD Days off
#257-07436-2	Part-time; 3 rd WW	3 rd shift – 8	TBD Days off
#258-07507-2	Full-time; 3 rd WW	3 rd shift – 8	TBD Days off
#257-07368-1	Full-time; Anderson	2 nd shift – 8	TBD Days off
#257-07328-1	Full-time; Anderson	3 rd shift – 8	TBD Days off
#257-07513-2	Full-time; Anderson	1 st shift – 8	TBD Days off
#257-07523-2	Full-time; Anderson	2 nd shift – 8	TBD Days off
#257-07366-2	Full-time; 3 rd Phillips	2 nd shift – 8	TBD Days off
#257-07443-1	Full-time; 3 rd WW	2 nd shift – 8	TBD Days off
#257-07541-5	Full-time; 3 rd WW	2 nd shift – 8	TBD Days off
#257-07522-5	Full-time; Anderson	2 nd shift – 8	TBD Days off
#257-07357-2	Full-time; 3 rd WW	3 rd shift – 8	TBD Days off
#257-07529	Full-time; 2 nd Phillips	2 nd shift – 8	TBD Days off
#257-07425	Full-time; 2 nd WW	3 rd shift – 8	TBD Days off
#257-07428-3	Full-time; Anderson	1 st shift - 8	Sat/Sun off
#257-07356-1	Part-time; Pershing	3 rd shift - 8	M/Tu/W/F/Sat/Sun/Tu/W/Th off

#257-07360	Full-time; 2 nd Phillips	3 rd shift -8	TBD Days off
#257-07392-1	Part-time; 3 rd WW	1 st shift - 8	TBD Days off
#257-07403-1	Part-time; Anderson	3 rd shift - 8	TBD Days off
#257-07429-3	Part-time; 2 nd Phillips	3 rd shift – 8	TBD Days off
#257-07430-1	Part-time; 3 rd WW	1 st shift - 8	TBD Days off
#257-07503-2	Part-time; Anderson	1 st shift - 8	TBD Days off
#257-07518-3	Full-time; 2 nd Phillips	3 rd shift - 8	TBD Days off

Provide quality care for each resident to maintain quality of life and document according to standards. Maintain dignity and confidentiality of residents. Use appropriate remotivation, reorientation and redirection to maintain socialization and maximum independence of residents. Communicate positively and effectively with residents and nursing team. Ensure sanitation, infection control and safety practices. Medication administration within scope of practice. REQUIREMENTS: Must be at least 18 years of age and complete an approved 76-hour Nursing Assistant course. Ability to do heavy lifting on a daily basis. Ability to stoop, bend, reach overhead and walk or stand, up to 90% of the shift. Successful completion of Medication Aide course within first year of employment. May submit a NE State Application to the Grand Island Veterans' Home, c/o Human Resources Dept., 2300 W. Capital Ave., Grand Island, NE 68803, 308-385-6252, ext 207. **CLOSING DATE: OPEN UNTIL FILLED.**

LPN II; Grand Island Veterans' Home; \$13.49/hr. Additional salary based on experience.

#257-07256; Part-time; 2nd Phillips; 2nd shift – 8 hrs, 2 pm-10:30 pm, M/W/Th/F/M/Tu/W/Sat/Sun off.

#257-07410-2; Full-time; 2nd WW; 2nd shift – 8 hrs, 2 pm-10:30 pm, Tu/Sat/Sun/F off.

#257-07216; Part-time, Anderson; 3rd shift – 8 hrs, 10 pm-6:30 am, M/Tu/W/Sat/Sun/M/Tu/Th/F off.

#257-07218; Part-time 3rd WW; 3rd shift - 8 hrs, 10 pm-6:30 am M/W/Th/F/M/Tu/W/Sat/Sun off.

Provide primary nursing care within the scope of the Licensed Practical Nurse. Participate in developing, evaluating, modifying, and implementing member care plans, data collection; medication treatment administration. Member advocate for assigned members. Participate in nursing units quality improvement, safety and infection control program. Provide documentation in accordance with requirements. REQUIREMENTS: Must be licensed in good standing as Licensed Practical Nurse in Nebraska. **CLOSING DATE: OPEN UNTIL FILLED.**

Custodian/Housekeeper #257-07696; INTERNAL APPLICANTS ONLY; Grand Island Veterans' Home; \$8.59/hr. Full-time, 6:00 am-2:30 pm OR 7:00 am-3:30 pm. TBD Days off.

Cleaning of floors, hallways, solariums and public areas with various surface types. Safety in proper cleaning agents for surface types. Follow chemical safety label directions and precautions. Know and use proper dilution rate for chemicals. Prevent accidents by using wet floor signs. Collect trash safely – as to not contaminate the environment. Insure hazardous materials are disposed of to reduce hazards, spreading of infections and injuries. REQUIREMENTS: Basic cleaning abilities and operation of large battery powered cleaning equipment. Ability to: communicate effectively, mix cleaning solutions properly, work independently or as a team, lift and move lightweight objects, maintain care and use of supplies, equipment. Work around hostile, emotionally upset, disabled and geriatric members. **CLOSING DATE: 02/09/09.**

Food Service Assistant (Cart puller) #257-07654; Grand Island Veterans' Home; \$9.08/hr. Part-time; WW II – 5:00-8:00 pm, assigned evenings AND rotating weekends (split shift) 5:30 am-8:30 am AND 5:00 pm-8:00 pm.

Deliver food carts to outlying dining rooms. Responsible for cleaning food carts. Assist in preparing dishes for dishroom. Assist with carrying trays in cafeteria. Assist with setting up diet cards with condiments. REQUIREMENTS: Ability to follow directions and locate outlying dining rooms. Ability to push loaded food carts – 50# in weight. Ability to move quickly. Ability to operate elevator to transport food carts. Ability and skill to operate dish machine and other equipment. Ability to carry member trays in dining room – read diet cards and get along with and understand members with disabilities. **CLOSING DATE: 02/09/09.**

Program Accuracy Specialist #254-34401; INTERNAL APPLICANTS ONLY; \$16.77/hr; \$34,883/annual. Location: Kearney or Grand Island or Hastings. Full-time, M-F, 8-5. Consolidate and analyze data from case reviews for areas and trends needing improvement in payment accuracy; identify errors and determine root causes; consult with local office staff for input on areas of need; develop packets or desk guides for error-prone areas; collaborate with Economic Assistance policy and field teams to ensure accurate development of materials; provide mini-training on food stamp policy and case management for targeted staff; provide reports on work activities and progress to management. REQUIREMENTS: Post high school coursework in adult education, employee training, social/behavioral sciences of closely related field preferred. Extensive knowledge and experience with Economic Assistance Program rules and regulations with heavy emphasis on Food Stamp and Employment First policies: ability to research, develop and effectively deliver training on topic-related programs of Economic Assistance Program policy, procedures and regulations to small groups and/or individuals; ability to evaluate effectiveness of training with follow-up where needed; initiate changes based on policy and evaluations. Requires excellent communication skills and ability to establish/maintain effective working relationships; prefer experience operating audio-visual equipment and computers to present training. May require overnight travel. Valid driver's license or the ability to provide independent authorized transportation. **CLOSING DATE: 02/09/09.**

Youth Counselor I #255-08721-2, (2 positions); Hastings Regional Center, Hastings Juvenile Chemical Dependency Unit; \$14.22/hr. Full-time, 10 hr shifts, schedule varies but will include weekends and holidays on rotating basis. As front line supervisor, the Youth Counselor assures active treatment is provided to chemically dependent youth in residential recovery treatment program. Oversee the safety and security of youth, staff and unit. Make assignments to youth and staff based on youth needs, acuity, unit milieu, and staff competency. Assure documentation is completed as required. Work independently with limited supervision. REQUIREMENTS: The standards outlined in 471 NAC 32-9007.03E note that 75% of staff must have a Bachelors degree or five years experience in human services field. Bachelors degree in area of criminal justice, behavioral sciences, human services or a closely related field OR five years experience in chemical dependency treatment services or working with adolescents. Prefer experience in supervising staff and/or working with youth in a group home or inpatient program. Must possess valid driver's license or the ability to provide independent authorized transportation. Must be at least 21 years of age. **CLOSING DATE: OPEN UNTIL FILLED.**

Mental Health Security Specialist II #256-05987; Hastings Regional Center; \$12.53/hr. Full-time. Schedule: 1:45 pm to 10:15 pm, every other weekend rotation. Orient patients to the unit; assure adherence to structured daily schedules; manage patients' level system; applies behavior management program intervention and the units rules with strict consistency; assist in a crisis intervention; maintain professional relationship with patients; maintain a safe and secure environment, both on and off the unit, through close observation and routine searches/inspections for contraband on patients and in the environment; carry out medication observation and documentation as allowed by certification as Med Aide. REQUIREMENTS: Post high school education in criminal justice, psychology or related field OR high school degree or equivalent with demonstrated experience in corrections, forensics, substance abuse, or psychiatric facilities preferred. Valid driver's license or the ability to provide independent authorized transportation. **CLOSING DATE: OPEN UNTIL FILLED.**

Mental Health Security Specialist II #255-08982-1; Hastings Regional Center; \$10.84/hr. Part-time. Schedule: .50 MHSSI, Night shift, 10:45 pm to 6:45 am, every other weekend rotation. Provide supervision and general youth care during overnight hours. Monitor safety and security of youth. Participate in treatment planning including evaluation, documentation, and feedback to treatment team. Distribute medications as prescribed and administers first aide and CPR as required. Respond to crisis situations and de-escalates youth as needed. Ability to work in moderate to high stress required. Work will include physical stamina/strength, standing, walking, and occasional lifting. REQUIREMENTS: The standards outlined in 471 NAC 32-007.03E note that 75% of staff must have a bachelors degree or five years experience in human services field. Bachelors degree in human development, criminal justice, or psychology (prefer) or five or more years of experience in chemical dependency treatment services or

working with adolescents. Valid driver's license or the ability to provide independent authorized transportation. Must be at least 21 years of age. **CLOSING DATE: OPEN UNTIL FILLED.**

Mental Health Security Specialist II #255-08978-2 (4 positions); Hastings Regional Center; \$12.53/hr. Full-time afternoons, 2:45 pm-11:15 pm, every other weekend. Provide supervision, general youth care, programming, youth education activities related to substance abuse treatment work, recreation, and daily living activities. Monitor safety and security of youth. Perform scheduled duties including meal preparation and housekeeping. Participate in treatment planning including evaluation, documentation, and feedback to treatment team. Distribute medications as prescribed and administers first aid and CPR as required. Respond to crisis situations and de-escalates youth as needed. Ability to work in moderate to high stress required. Work will include physical stamina/strength, standing, walking, and occasional lifting. REQUIREMENTS: The standards outlined in 471 NAC 32-007.03E note that 75% of staff must have a bachelors degree or five years experience in human services field. Bachelors degree in human development, criminal justice, or psychology (prefer) or five or more years of experience in chemical dependency treatment services or working with adolescents. Valid driver's license or the ability to provide independent authorized transportation. Must be at least 21 years of age. **CLOSING DATE: OPEN UNTIL FILLED.**

Mental Health Security Specialist II #255-08956-1; Hastings Regional Center; \$12.53/hr. Part-time, schedule: 6:30 am-3 pm, every other weekend rotation, Five days on, Nine days off. Provide supervision, general youth care, programming, youth education activities related to substance abuse treatment work, recreation, and daily living activities. Monitor safety and security of youth. Perform scheduled duties including meal preparation and housekeeping. Participate in treatment planning including evaluation, documentation, and feedback to treatment team. Distribute medications as prescribed and administers first aid and CPR as required. Respond to crisis situations and de-escalates youth as needed. Ability to work in moderate to high stress required. Work will include physical stamina/strength, standing, walking, and occasional lifting. REQUIREMENTS: The standards outlined in 471 NAC 32-007.03E note that 75% of staff must have a bachelors degree or five years experience in human services field. Bachelors degree in human development, criminal justice, or psychology (prefer) or five or more years of experience in chemical dependency treatment services or working with adolescents. Must possess valid Nebraska driver's license or provision of independent transportation. Must be at least 21 years of age. **CLOSING DATE: OPEN UNTIL FILLED.**

Case Aide #254-34241; Hastings \$9.93/hr. Full-time, M-F, 8-5. Provide clerical support and perform wide variety of duties: Greet and respond to customers' applications/requests; prepare, verify, distribute, and maintain forms, records, and information; provide supportive services requiring extensive and on-going public contact with clients and staff; enter and retrieve information via N-FOCUS (a state computer system); process billing documents; keep filing system of closed records up-to-date; process mail. REQUIREMENTS: **Bilingual skills in English and Spanish required.** Experience working with community/public in human services setting and recent computer experience with knowledge of word processing and spreadsheet systems; typing/keyboarding skills. Secretarial or receptionist experience plus post-secondary education in human services field and exposure to client services delivery settings preferred. Ability to interact with persons of diverse backgrounds and effectively relate to customers in difficult situations. Prefer knowledge of N-FOCUS/CWIS state computer systems. **CLOSING DATE: OPEN UNTIL FILLED.**

Youth Counselor I #254-43131; INTERNAL APPLICANTS ONLY; YRTC-Kearney; \$14.22/hr. Full-time, M-F, 12:30 pm-8:30 pm. Conduct group meetings as prescribed by the Youth Treatment Program. Compile written reports, assesses behavior and formulates treatment programs. Construct ITP's (Individual Treatment Plans) using current format. Participate in activities such as camping and work projects. May work overtime. REQUIREMENTS: Bachelors degree in behavioral sciences or related fields plus experience working with youth, preferably in Youth Treatment program. Equivalent years of related experience may substitute for the educational requirement. Bilingual English/Spanish desired. **CLOSING DATE: 02/02/09.**

Food Service Cook #254-43030-6; YRTC-Kearney; \$9.77/hr. Part-time, 20 hrs/wk. Schedule: rotating schedule to include morning and afternoon hrs with rotating weekends. Primary responsibility will be to supervise a group of youth in the dish room. Duties may also include some preparation and serving of meals following portion control standards; food service safety and sanitation; operate and clean equipment; tabulate quantities of food products required for menu and production records; supervise youths in cleaning assignments. REQUIREMENTS: Experience desired in institutional, commercial or large quantity cooking; interpreting menus and following recipe, knowledge of sanitation practice and experience working with youths. **CLOSING DATE: OPEN UNTIL FILLED.**

Switchboard Operator/Receptionist #254-43007-3; YRTC-Kearney; \$9.51/hr. Part-time, 20 hrs/wk. Schedule: Varied – 1st and 2nd shift including weekends and holidays (rotating). Receive and route all incoming/outgoing agency phone calls and greet and assist visitors. General typing assignments. Operate routine office equipment including a computer, data base and mailing machine. Record calls and visitations and maintain a filing system. Operate a security radio and paging system. Handle confidential information. Must be able to run errands and occasionally transport youth. REQUIREMENTS: Prefer experience or training in switchboard operation; knowledge of general office equipment operations including a computer; experience maintaining a filing system. Effective communication skills, working with youth, and bilingual (Spanish/English) is desired. Valid driver's license or the ability to provide independent transportation. **CLOSING DATE: 02/09/09.**

NORTHERN NEBRASKA

Staff Care Technician II #257-15637-3; Norfolk Veterans' Home; \$9.84/hr. Full-time. 2 pm–10:30 pm, working every other weekend. Perform routine nursing duties involved in the general and/or extensive care of elderly, mentally, physically incapacitated members in the Norfolk Veterans' Home under direct supervision of a Nurse Supervisor. REQUIREMENTS: Must be at least 18 years of age and completed an approved 76-hour Nursing Assistant course. Ability to do heavy lifting on a daily basis. Ability to stoop, bend, reach overhead and walk or stand, up to 90% of the shift. Successful completion of the Medication Aide course within first year of employment. **CLOSING DATE: 01/30/09.**

Staff Care Technician II #257-15629-1; Norfolk Veterans' Home; \$9.84/hr. Full-time. 6 am – 2:30 pm, working every other weekend. Perform routine nursing duties involved in the general and/or extensive care of elderly, mentally, physically incapacitated members in the Norfolk Veterans' Home under direct supervision of a Nurse Supervisor. REQUIREMENTS: Must be at least 18 years of age and completed an approved 76-hour Nursing Assistant course. Ability to do heavy lifting on a daily basis. Ability to stoop, bend, reach overhead and walk or stand, up to 90% of the shift. Successful completion of the Medication Aide course within first year of employment. **CLOSING DATE: OPEN UNTIL FILLED.**

Food Service Cook #257-15241-4; Norfolk Veterans' Home; \$9.77/hr. Part-time. Schedule: Primarily 1 pm-5 pm, but may vary. Working every other weekend. Previously listed with a closing date of 1/12/09; applicants who applied at that time remain under consideration and need not reapply. Perform skilled work in the preparation and serving of food in a long term care setting under supervision from Food Service Manager. May float between Norfolk Veterans Home and Norfolk Regional Center dining areas as needed. REQUIREMENTS: Prefer experience in a food service operation. Must be able to follow instructions. **CLOSING DATE: 02/02/09.**

LPN II; Norfolk Regional Center \$13.49/hr. Additional salary based on experience.

#255-21086R	2-West, Part-time	Straight 2:45 pm-11:15 pm shift, including working every other weekend.	Days worked in 2-week pay period: 1st Tue, 1st Wed, 1st Fri, 2nd Sat, 2nd Sun.
#255-21175R	Float; Full-time	Straight 11 pm-7am shift, including working every other weekend.	Days off: 1st Wed, 2nd Mon, 2nd Fri, 2nd Sat.

Administer topical, oral and IM medications with supporting documentation. Initiate therapeutic interactions with patients. Perform treatments, transcribe doctor's orders, evaluate physical health and emotional status of patients under supervision of an RN. Perform assigned patient education. REQUIREMENTS: Graduate of accredited LPN school and possess Nebraska LPN license. **CLOSING DATE: OPEN UNTIL FILLED.**

Certified Master Social Worker #255-21721-2; Norfolk Regional Center; \$17.38-18.68/hr. Dependent upon qualifications. M-F, 8-5. Provide Social Work Services in the Sex Offender Treatment Program. Perform, review, and authorize patient assessments, discharge plans, client record documentation. Conduct psychosocial evaluations. Provide individual and group therapy. Provide casework assistance to patients and families needing solution to financial, health, and family problems. Formulate and implement patient discharge plans when appropriate; complete referrals to placement and aftercare agencies. REQUIREMENTS: Masters degree in social work. Possession of or eligibility for certification of Master Social Worker and Licensed Mental Health Practitioner. **CLOSING DATE: OPEN UNTIL FILLED.**

Mental Health Security Specialist II; INTERNAL APPLICANTS ONLY; Norfolk Regional Center; \$12.53/hr. Full-time.

#255-21274R-1	3-West	Weekly Rotation "B" Shift, 6:45 am-3:15 pm and 2:45 pm-11:15 pm, including working every other weekend	Days off within the pay period: B Shift – 1 st Thu pm, 2 nd Tue am, 2 nd Sat am, 2 nd Sun pm.
#255-21276-2	3 East	Weekly Rotation "A" Shift, 6:45 am-3:15 pm and 2:45 pm-11:15 pm, including working every other weekend	Days off within the pay period: A Shift – 1 st Thu am, 2 nd Mon pm, 2 nd Sat pm, 2 nd Sun am
#255-21309R	3-West	Weekly Rotation "A" Shift, 6:45 am-3:15 pm and 2:45 pm-11:15 pm, including working every other weekend	Days off within the pay period: A Shift – 1 st Fri am, 2 nd Tue pm, 2 nd Sat pm, 2 nd Sun am

Conduct basic ADL skills training and provide supervision and assistance with activities of daily living; take leadership role in facilitating classes or groups conducted by paraprofessional staff, i.e., reflections, orientation group, patient government meetings, and skill training. Monitor and supervise identified high-risk family and patient's interactions during visits for patients. Attend treatment team meetings and provide input regarding daily activities, abilities limitations; perform lead role under supervision of RN in utilizing conflict management techniques. Implement specific behavior management programs for assigned patients. Assist staff development department with conflict management training. Complete required assessment/documentation duties. REQUIREMENTS: Prefer previous behavioral health work experience. Ability, willingness and experience in taking lead in utilizing conflict management comprised of verbal de-escalation skills and ability and experience in physically restraining hostile, aggressive or threatening patients when necessary. Ability to lift and move patients. Successfully complete prescribed Mental Health Security Specialist II training within one year. Must be able to pass physical agility test. **CLOSING DATE: 02/02/09.**

Service Coordinator #256-35043; \$14.12/hr. Location to be determined within the Northern Service Area. Part-time. Twenty hours per week, M-F to be determined by the supervisor. Perform service coordination for people with developmental disabilities including: perform intake and eligibility activities, secure assessments, identify habilitative training needs, assist in accessing due process procedure, monitor and evaluate effectiveness/adequacy of services, coordinate the development of individual/family support plans, and ensure that medical, legal and financial service needs are met. Serve as liaison for individual/family, conduct on-site monitoring visits, and transport people receiving services. REQUIREMENTS: Post high school coursework in education, psychology, social work, sociology, or related field plus significant experience within a specialized, developmental disabilities service system in delivery of habilitation or significant experience as a service coordinator. Bachelors degree in one of the

above fields may substitute for the required experience in delivery of habilitation or experience as a service coordinator. Good communication skills. Valid driver's license or the ability to provide independent authorized transportation; moderate travel required. **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE ON OR BEFORE CLOSING DATE: 02/09/09.**

Child & Family Services Specialist Trainee #254-35203-1; Fremont; \$13.13-15.18/hr. Full-time, M-F, 8-5, plus some additional hours. Promotion to Child and Family Services Specialist will occur after successful completion of required classroom and on-the-job training programs. Initial Assessment. Responsible for investigating allegations of child abuse/neglect which may lead to taking immediate action to ensure child safety. Coordinate investigations with local law enforcement and other agencies within the community. Provide crisis intervention and safety planning to families/children. Conduct announced and unannounced home visits to conduct assessments and monitor plans. Collaborate with professionals in the court system to provide professional opinions and testimony at hearings. Document all contacts and interviews with individuals. Complete formal written assessments including a critical analysis of data gathered to determine if a child is safe and what level of intervention may be needed. When children must be removed from their parental home, will actively seek relatives and others known to the child to determine best first placement options. Will require work some non-traditional hours. **REQUIREMENTS:** Bachelors degree required; prefer degree in social work, psychology, sociology, counseling, human development, mental health, education, criminal justice or closely related field. After hire, must be certified in training to de-escalate and manage communications and physical interactions. Valid driver's license or the ability to provide independent authorized transportation. Within your state application, address how your background qualifies you for this position. Bilingual skills in English and Spanish preferred. **CLOSING DATE: 02/09/09.**

Client Intake Clerk #254-35461-3; Dakota City; \$9.93/hr. Full-time. M-F. Provide support services requiring extensive contact with departmental clients, staff and public. Receive and handle high volume of in-office and telephone contacts, respond to and direct callers and clients to agency staff and other community resources. Assist in application process and schedule appointments. Prepare, verify, distribute, and maintain forms, records, and information. Use agency computer systems to enter, retrieve and research information. **REQUIREMENTS: Bilingual skills in English and Spanish required.** Experience in public contact, customer service, telephone reception AND/OR coursework/training in business office practices. Computer system experience, training and/or skills. Prefer clerical experience. Ability to handle high volume workload, identify needs, make appropriate referrals, adapt to change, and develop knowledge of agency and community resources. Effectively communicate and interact appropriately with persons of various socio-economic levels and adverse customers. **CLOSING DATE: 02/02/09.**

Case Aide #254-35163-3; Dakota City; \$9.93/hr. Full-time. M-F, 8-5. Provide paraprofessional/clerical support to case managers in Protection & Safety and/or Economic Assistance units. Assist customers with application process and verify eligibility for services. Schedule appointments, direct inquiries/complaint calls to appropriate resources, answer multi-line phones, take messages, typing, data entry, keyboarding and maintain files. Prepare/send appointment letters, assist case work staff with researching specific situations/circumstances, back up receptionist coverage. May provide transportation for state wards/clients. **REQUIREMENTS: (Bilingual skills in English and Spanish required.)** Prefer some experience working with the community/public in a human services setting plus recent computer experience and/or training in word processing systems, spreadsheets and general clerical duties. Ability to interact with persons of diverse backgrounds and effectively relate to customers in difficult situations. Must be highly organized, able to set and follow priorities, flexible in adjusting to changing work needs, and capable of working quickly and accurately in a high-volume work setting. Valid driver's license or the ability to provide independent authorized transportation. **CLOSING DATE: 02/09/09.**

EASTERN NEBRASKA

Nurse Supervisor #257-19468-2; Eastern Nebraska Veterans' Home; \$20.40/hr.-additional salary based on experience. Full-time, 40 hours (8 hr shift) 2:15 pm.-10:45 pm. Must work every other weekend (flexible schedules may be considered). We're proud to serve our military heroes/veterans, whose home is the Eastern Nebraska Veterans' Home, Bellevue, Nebraska. The Nurse Supervisor is responsible for supervision of nursing functions and staff at the Veterans' Home. Work under direct supervision of the Director of Nursing and supervise professional and paraprofessional staff in planning, implementing, delivery and evaluation of nursing services. Plan, provide and evaluate quality nursing care; symptoms of medication reactions, symptoms of disease; standards of charting medical techniques. May provide required training to nursing staff. REQUIREMENTS: Graduate from an accredited school of nursing as a Registered Nurse with nursing experience. Incumbent must be licensed in good standing to practice nursing in Nebraska and will have demonstrative supervisory/management experience. **CLOSING DATE: OPEN UNTIL FILLED.**

Nurse II; Eastern Nebraska Veterans' Home; \$18.01/hr. Additional salary based on experience. #257-19458; Full-time, schedule: 2:00 pm-10:30 pm, must work alternating weekends.
Days Off: wk 1: Fri; wk 2: Mon/Sat/Sun.

#257-19483; Full-time, schedule: 2:00 pm-10:30 pm, must work alternating weekends.
Days Off: wk 1: Mon/Sat/Sun; wk 2: Fri.

Actively recruiting for RN's to act as a primary nurse to the Veterans. Assist Unit Manager for nursing units, supervise professionals and paraprofessionals in delivery of nursing care; document nursing care; complete monthly summaries on members in a timely manner; communicate with physicians; check physicians' renewal orders for accuracy and outdated orders and correct discrepancies; give clear instructions to ancillary staff through care plans and assignments; attend, plan and facilitate meetings as an active team member. REQUIREMENTS: Graduate of accredited school of nursing as RN licensed to practice in Nebraska. Prefer experience in primary and gerontological nursing. Any combination of training and/or experience which will enable the incumbent to possess the required knowledge, skills and abilities. **CLOSING DATE: OPEN UNTIL FILLED.**

LPN II; Eastern Nebraska Veterans' Home; \$13.49/hr. Additional salary based on experience. #257-19476; Full-time, schedule: 10:00 pm-6:30 am, days off: wk 1: Fri; wk 2: Mon/Sat/Sun.

Responsible for performing treatments and administering medications; complete essential documentation; give direct nursing care and assist technicians in delivery of nursing care; communicate with members, families and staff. May be assigned to work in other areas of nursing as needed. REQUIREMENTS: Licensed in good standing in Nebraska as a LPN; prefer experience in gerontological nursing. Ability to successfully utilize proper body mechanics for heavy lifting. **CLOSING DATE: OPEN UNTIL FILLED.**

Staff Care Specialist #257-19521-3; INTERNAL APPLICANTS ONLY; Eastern Nebraska Veterans' Home; \$10.57/hr. Full-time, schedule: 2:15 pm-10:45 pm, days off: wk 1: Thur; wk 2: Mon/Sat/Sun. Will serve as a mentor for new Nursing Assistants and Medication Aides. Be a role model; provide geriatric nursing care, medication and treatments. Perform routine nursing duties involved in the general and/or extensive care of elderly, mentally, and physically incapacitated members in the Veterans Home under direct supervision of a Nurse Supervisor. Work closely with and act as assistant to RN or LPN in coordinating services to members. REQUIREMENTS: Medication Aide eligibility includes successful completion of an approved 40 hour Medication Aide Course and passing the State of Nebraska exam and holding a valid Nebraska State card with experience as a Nurses Aide in the veterans' home system. Must be able to lift member/patient weighing up to 300 pounds with either mechanical or staff assistance. Able to comprehend instructions. **CLOSING DATE: OPEN UNTIL FILLED.**

Staff Care Technician II (Certified Nursing Assistant); Eastern Nebraska Veterans' Home; \$9.84/hr.

#257-19552-1	Part-time; 2:15 pm-10:45 pm (72 hrs every two weeks)	Days off wk 1: Mon/Tue; wk 2 Fri/Sat/Sun
#257-19556	Full-time; 2:15 pm-10:45 pm (72 hrs every two weeks)	Days off wk 1: Tue/Sat/Sun; wk 2 Thu

#257-19493	Full-time; 6:00 am-2:30 pm	Days off wk 1: Mon/Sat/Sun; wk 2: Wed
#257-19505-1	Full-time; 6:00 am-2:30 pm	Days off wk 1: Thur; wk 2: Mon/Sat/Sun
#257-19519-1	Full-time; 2:15 pm-10:45 pm	Days off: wk 1: Thur; wk 2: Mon/Sat/Sun
#257-19520-1	Full-time; 2:15 pm-10:45 pm	Days off: wk 1: Fri; wk 2: Tue/Sat/Sun
#257-19522-1	Part-time; 10:30 pm-7:00 am (72 hrs every two weeks)	Days off: wk 1: Thur; wk 2: Tue/Wed/Sat/Sun
#257-19534-1	Full-time; 6:00 am-2:30 pm	Days off wk 1: Mon/Sat/Sun; wk 2: Thur
#257-19536	Full-time; 6:00 am-2:30 pm	Days off wk 1: Mon/Sat/Sun; wk 2: Thur
#257-19538-1	Full-time; 10:30 pm-7:00 am	Days off wk 1: Wed; wk 2: Tue/Sat/Sun
#257-19546-1	Full-time; 6:00 am-2:30 pm	Days off wk 1: Fri; wk 2: Tue/Sat/Sun
#257-19549-1	Part-time; 2:15 pm-10:45 pm (72 hrs)	Days off: wk 1: Tue/Fri/Sat/Sun; wk 2: Fri
#257-19550	Full-time; 6:00 am-2:30 pm	Days off wk 1: Mon/Sat/Sun; wk 2: Thur
#257-19553	Full-time; 10:30 pm-7:00 am	Days off wk 1: Tue/Fri/Sat; wk 2: Thur
#257-19558-1	Full-time; 2:15 pm-10:45 pm	Days off wk 1: Wed/Sat/Sun; wk 2: Fri
#257-19559	Full-time; 6:00 am-2:30 pm	Days off wk 1: Mon/Sat/Sun; wk 2: Fri
#257-19560	Full-time; 10:30 pm-7:00 am	Days off wk 1: Thur/Sun; wk 2: Fri/Sat
#257-19561	Full-time; 10:30 pm-7:00 am	Days off wk 1: Thur; wk 2: Tue/Fri/Sat
#257-19562	Full-time; 10:30 pm-7:00 am	Days off wk 1: Wed/Sun; wk 2: Fri/Sat
#257-19505-1	Full-time; 6:00 am-2:30 pm	Days off wk 1: Thur; wk 2: Mon/Sat/Sun
#257-19558-1	Full-time; 2:15 pm-10:45 pm	Days off wk 1: Wed/Sat/Sun; wk 2: Fri
#257-19493	Full-time; 6:00 am-2:30 pm	Days off wk 1: Mon/Sat/Sun; wk 2: Wed
#257-19550	Full-time; 6:00 am-2:30 pm	Days off wk 1: Mon/Sat/Sun; wk 2: Thur
#257-19555	Full-time; 2:15 pm-10:45 pm	Days off wk 1: Thur; wk 2: Mon/Sat/Sun
#257-19546-1	Full-time; 6:00 am-2:30 pm	Days off wk 1: Fri; wk 2: Tue/Sat/Sun
#257-19534-1	Full-time; 6:00 am-2:30 pm	Days off wk 1: Mon/Sat/Sun; wk 2: Thur
#257-19559	Full-time; 6:00 am-2:30 pm	Days off wk 1: Mon/Sat/Sun; wk 2: Fri
#257-19560	Full-time; 10:30 pm-7:00 am	Days off wk 1: Thur/Sun; wk 2: Fri/Sat
#257-19538-1	Full-time; 10:30 pm-7:00 am	Days off wk 1: Wed; wk 2: Tue/Sat/Sun
#257-19536	Full-time; 6:00 am-2:30 pm	Days off wk 1: Mon/Sat/Sun; wk 2: Thur
#257-19553	Full-time; 10:30 pm-7:00 am	Days off wk 1: Tue/Fri/Sat; wk 2: Thur
#257-19561	Full-time; 10:30 pm-7:00 am	Days off wk 1: Thur; wk 2: Tue/Fri/Sat
#257-19562	Full-time; 10:30 pm-7:00 am	Days off wk 1: Wed/Sun; wk 2: Fri/Sat
#257-19542	Full-time; 2:15 pm-10:45 pm	Days off: wk 1: Wed/Sat/Sun; wk 2: Fri

Our military heroes/veterans, whose home is the Eastern Nebraska Veterans' Home, are proudly assisted by our caring staff. Actively recruiting C.N.A.'s and Med Aides to provide quality care to members to maintain quality of life and ensure privacy and dignity. Prepare, administer and document oral and topical medications and treatments. Complete documentation. Communicate observations concerning member's significant health needs to Charge Nurse. Ensure sanitation, infection control and safety practices. REQUIREMENTS: Must be at least 18 years of age and complete an approved 76-hour Nursing Assistant course. Ability to do heavy lifting on a daily basis. Ability to stoop, bend, reach overhead and walk or stand, up to 90% of the shift. Successful completion of Medication Aide course within first year of employment. **CLOSING DATE: OPEN UNTIL FILLED.**

Child & Family Services Specialist Trainee #254-38372-1; INTERNAL APPLICANTS ONLY; Omaha; \$13.13-15.18/hr. Full-time, M-F, Days, plus some additional hours. Promotion to Child and Family Services Specialist will occur after successful completion of required classroom and on-the-job training programs. Ongoing/Adoption position assigned to work with the Integrated Care Coordination Unit. Responsible for engaging families and children in case planning to reach timely permanency goals. Assess needs and protective capacities of parents who need enhanced services to provide safety for their children. For diminished area, develop an individualized case plan which may include formal and information services/supports. This position must have the skills to engage and empower families to make needed changes. Conduct announced and unannounced home visits to ensure safety and evaluate. When family preservation or reunification with the biological family is not a viable option, secure other permanency plans that may include adoption, guardianship or independent living. Monitor, assess and evaluate progress toward permanency; prepare and present reports to the court and be prepared to testify

and provide professional recommendations; and document daily case activities. REQUIREMENTS: Bachelors degree required; prefer degree in social work, psychology, sociology, counseling, human development, mental health, education, criminal justice or closely related field. After hire, must be certified in training to de-escalate and manage communications and physical interactions. Valid driver's license or the ability to provide independent authorized transportation. Within your state application, address how your background qualifies you for this position. **CLOSING DATE: 02/09/09**

Child & Family Services Specialist Trainee #254-38538-2; INTERNAL APPLICANTS ONLY; Omaha; \$13.13-15.18/hr. Full-time, M-F, Days, plus some additional hours. Promotion to Child and Family Services Specialist will occur after successful completion of required classroom and on-the-job training programs. Office of Juvenile Services and Status Offense case specialist. Responsibilities include: assessment of risk and needs of juveniles adjudicated as "delinquent" (law violators); assessing protection of the community while solidifying, preserving, strengthening and maintaining the family unit thru case plan development and direct case management. Supervision of high risk youth who have potential for, or are involved with gang violence, substance abuse, teen parenting. Collaboration with local law enforcement, court system, private service providers, detention centers, Youth Rehabilitation Centers, and Correctional facilities to carry out the goals of rehabilitation, family preservation, and community safety. Location of juveniles on the run and/or not in compliance with accountability plans will be required. Supervision of youth released from the Youth Rehabilitation and Treatment Centers (Kearney and Geneva) and may require unexpected work hours during nontraditional hours and/or travel throughout Nebraska. REQUIREMENTS: Bachelors degree required; prefer degree in social work, psychology, sociology, counseling, human development, mental health care, education, criminal justice, or closely related field. After hire, must be certified in training to de-escalate and manage communications and physical interactions. Valid driver's license or the ability to provide independent authorized transportation. Within your state application, address how your background qualifies you for this position. **CLOSING DATE: 02/02/09.**

Child & Family Services Specialist Trainee #254-38411R; INTERNAL APPLICANTS ONLY; Omaha; \$13.13-15.18/hr. Full-time, M-F, Days, plus some additional hours. Promotion to Child and Family Services Specialist will occur after successful completion of required classroom and on-the-job training programs. Ongoing/Adoption. Responsible for engaging families and children in case planning to reach timely permanency goals. Assess needs and protective capacities of parents who need enhanced services to provide safety for their children. For diminished area, develop an individualized case plan which may include formal and information services/supports. This position must have the skills to engage and empower families to make needed changes. Conduct announced and unannounced home visits to ensure safety and evaluate. When family preservation or reunification with the biological family is not a viable option, secure other permanency plans that may include adoption, guardianship or independent living. Monitor, assess and evaluate progress toward permanency; prepare and present reports to the court and be prepared to testify and provide professional recommendations; and document daily case activities. REQUIREMENTS: Bachelors degree required; prefer degree in social work, psychology, sociology, counseling, human development, mental health, education, criminal justice or closely related field. After hire, must be certified in training to de-escalate and manage communications and physical interactions. Valid driver's license or the ability to provide independent authorized transportation. Within your state application, address how your background qualifies you for this position. **CLOSING DATE: 02/02/09.**

Child & Family Services Specialist Trainee #254-38774R; INTERNAL APPLICANTS ONLY; Omaha; \$13.13-15.18/hr. Full-time, M-F, Days, plus some additional hours. Promotion to Child and Family Services Specialist will occur after successful completion of required classroom and on-the-job training programs. Initial Assessment. Responsible for investigating allegations of child abuse/neglect which may lead to taking immediate action to ensure child safety. Coordinate investigations with local law enforcement and other agencies within the community. Provide crisis intervention and safety planning to families/children. Conduct announced and unannounced home visits to conduct assessments and monitor plans. Collaborate with professionals in the court system to provide professional opinions and testimony at hearings. Document all contacts and interviews with individuals. Complete formal written assessments

including a critical analysis of data gathered to determine if a child is safe and what level of intervention may be needed. When children must be removed from their parental home, will actively seek relatives and others known to the child to determine best first placement options. Will require work some non-traditional hours. REQUIREMENTS: Bachelors degree required; prefer degree in social work, psychology, sociology, counseling, human development, mental health, education, criminal justice or closely related field. After hire, must be certified in training to de-escalate and manage communications and physical interactions. Valid driver's license or the ability to provide independent authorized transportation. Within your state application, address how your background qualifies you for this position. **CLOSING DATE: 02/02/09.**

DHHS Service Coordinator #256-38059 & 38063 (2 positions); Omaha; \$14.12/hr. Full-time, Days. Perform service coordination for people with developmental disabilities including: perform intake and eligibility activities, secure assessments, identify habilitative training needs, assist in accessing due process procedure, monitor and evaluate effectiveness/adequacy of services, coordinate the development of individual/family support plans, and ensure that medical, legal, and financial service needs are met. Serve as liaison for individual/family, conduct on-site monitoring visits, and transport people receiving services. REQUIREMENTS: Post high school coursework in education, psychology, social work, sociology, or related field plus experience within a specialized developmental disabilities service system in delivery of habilitation or experience as a service coordinator. A Bachelors degree in one of the above fields may substitute for the required experience in delivery of habilitation or experience as a service coordinator. Good communication skills; valid driver's license or the ability to provide independent authorized transportation; travel locally. **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE ON OR BEFORE CLOSING DATE: 02/02/09.**

SOUTHEAST NEBRASKA

Nurse II #255-25562; Lincoln Regional Center; \$22.90/hr. plus shift diff. (On call, Temp Part and Full-time, All shifts available). The Lincoln Regional Center offers exciting career opportunities to work in the field of psychiatric and mental health nursing. Candidates will be working within a multidisciplinary treatment team to develop/implement psychiatric plans. REQUIREMENTS: Graduation from an accredited school of nursing as an RN and licensed to practice in Nebraska. New graduates welcome. Dependability and a positive working relationship in a team setting a must. **CLOSING DATE: OPEN UNTIL FILLED.**

Nurse II #255-25560; Lincoln Regional Center; \$18.01/hr. Additional salary based on experience. The Lincoln Regional Center offers exciting career opportunities to work in the field of psychiatric and mental health nursing. Candidates will be working within a multidisciplinary treatment team to develop/implement psychiatric plans. REQUIREMENTS: Graduation from an accredited school of nursing as an RN and licensed to practice in Nebraska. New graduates welcome. Dependability and a positive working relationship in a team setting a must. **CLOSING DATE: OPEN UNTIL FILLED.**

Psychiatric Technician II /Security Specialist II #255-25559-1; Lincoln Regional Center-General Psychiatric Services and Forensics; \$10.93-\$12.53/hr. Plus shift differentials. The Lincoln Regional Center, a JCAHO-accredited psychiatric and mental health hospital, is accepting applications for permanent and/or temporary on-call position for the following work shifts: 6:45 am-3:15 pm, 2:45 pm-11:15 pm, 11:00 pm-7:00 am. The essential function includes providing direct care treatment to psychiatric patients. Direct care activities include assuring patient safety, providing for the physical needs and comfort of the patients and assisting with patient's treatment plan. REQUIREMENTS: Must be at least 18 years of age and able to participate in intermittent physical activity to include: walking; standing; sitting; bending; climbing and descending stairs; kneeling; squatting; head and neck rotation; grasping; reaching; visual and hearing ability; and pushing, pulling and lifting up to 50 lbs. Must be dependable and

work positively in a team setting. Prefer experience in a human services field. Valid driver's license required or the ability to provide independent authorized transportation. For more information, please contact Lincoln Regional Center Human Resource Office at 402-479-5432. **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE ON OR BEFORE CLOSING DATE: OPEN UNTIL FILLED.**

Psychiatric Technician II/Security Specialist II #255-25555; INTERNAL APPLICANTS ONLY; Lincoln Regional Center-General Psychiatric Services and Forensics; \$10.93-12.53/hr. Plus shift differentials. Lincoln Regional Center. REVISED DUTIES. The Lincoln Regional Center, a JCAHO-accredited psychiatric and mental health hospital, is accepting applications for permanent and/or temporary on-call position for the following work shifts: 6:45 am-3:15 pm, 2:45 pm-11:15 pm, 11:00 pm-7:00 am. The essential function includes providing direct care treatment to psychiatric patients. Direct care activities include assuring patient safety, providing for the physical needs and comfort of the patients and assisting with patient's treatment plan. REQUIREMENTS: Must be at least 18 years of age and able to participate in intermittent physical activity to include: walking; standing; sitting; bending; climbing and descending stairs; kneeling; squatting; head and neck rotation; grasping; reaching; visual and hearing ability; and pushing, pulling and lifting up to 50 lbs. Must be dependable and work positively in a team setting. Prefer experience in a human services field. Valid driver's license or ability to provide independent transportation. **CLOSING DATE: OPEN UNTIL FILLED.**

Activity Specialist #255-11277-1, 11278 & 11369 (3 positions); Lincoln Regional Center-Forensic Mental Health Services Program; \$14.12/hr. Full-time, schedule: alternating day and evening hours, Tue-Sat, 40 hrs/week. The Lincoln Regional Center, a JCAHO-accredited psychiatric and mental health hospital, is seeking a person to implement Therapeutic Recreation in a psychiatric program for forensic/security patients. Selected candidate will be responsible to implement therapeutic recreation for the hospital and specifically collect data for assessments, implement skill building groups and work within an interdisciplinary team. REQUIREMENTS: Certification/certification eligible as a Certified Therapeutic Recreation Specialist (CTRS). **CLOSING DATE: OPEN UNTIL FILLED.**

Psychiatric Specialist; INTERNAL APPLICANTS ONLY; Lincoln Regional Center; \$11.75/hr. Full-time

#255-11411, schedule: 3-11, days off to be determined

#255-11415, schedule: 3-11 pm, days off to be determined

#255-11466, schedule: 3-11 pm, days off to be determined

#255-11477, schedule: 3-11, days off to be determined

In addition to the duties of a Psychiatric Technician II, duties may include, but are not limited to, assisting with overall assessment of needs of the patient, attending treatment plan meeting, and developing routine living unit schedules. REQUIREMENTS: Experience at the Technician level or equivalent successful experience in an institutional setting or successful completion of a related program at a technical school. Prefer completion of Psychiatric Specialist Forum training at the Lincoln Regional Center. Must have completed Psychiatric Technician Foundation Training at the Lincoln Regional Center or must be completed within 4 months of taking the position. **CLOSING DATE: OPEN UNTIL FILLED.**

Adolescent Psychiatric Technician II #255-25561-2; Lincoln Regional Center-Whitehall; \$10.23/hr for temporary and \$10.93 for permanent. Plus shift differentials. The Lincoln Regional Center, a JCAHO accredited psychiatric and mental health hospital, is accepting applications for permanent and/or temporary on-call position for the following work shifts: 6:45 am-3:15 pm, 2:45 pm-11:15 pm, 11:00 pm-7:00 am. The essential function includes providing direct care treatment to adolescent sex offenders. Direct care activities include assuring patient safety, providing for the physical needs and comfort of the patients and assisting with patient's treatment plan. REQUIREMENTS: Bachelors degree or a minimum of 5 years experience in human services. Must be at least 21 years of age and able to participate in intermittent physical activity to include: walking; standing; sitting; bending; climbing and descending stairs; kneeling; squatting; head and neck rotation; grasping; reaching; visual and hearing ability; and pushing, pulling and lifting up to 50 lbs. Must be dependable and work positively in a team setting. Valid driver's

license or the ability to provide independent authorized transportation required. For more information, please contact Lincoln Regional Center Human Resource Office at 402-479-5432. **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE ON OR BEFORE CLOSING DATE: OPEN UNTIL FILLED.**

Developmental Technician II; Beatrice State Developmental Center INTERNAL TRANSFERS:

\$11.12/hr. NEW

408 State	#256-05547	1 st shift	Mon/Tue off
305 Sheridan	#256-05747	2 nd shift	Wed/Thur off
305 Sheridan	#256-05750	2 nd shift	Tue/Wed off
305 Sheridan	#256-05751	2 nd shift	Mon/Tue off
305 Sheridan	#256-05753	2 nd shift	Thur/Fri off
305 Sheridan	#256-05754	2 nd shift	Sun/Mon off
408 State	#256-05554	2 nd shift	Mon/Tue off
416 Sheridan	#245-05617	2 nd shift	Tue/Wed off
Area III Floater	#245-95880	3 rd shift	Mon/Tue off

CLOSING DATE: 02/06/09

OPEN TO ALL INTERNAL HHS EMPLOYEES & EXTERNAL APPLICANTS:

106 Kennedy	#256-05488	1 st shift	Wed/Thur off
108 Kennedy	#256-05502	1 st shift	Wed/Thur off
108 Kennedy	#256-05503	1 st shift	Mon/Tue off
402 State	#256-05514	1 st shift	Thur/Fri off
404 State	#256-05525	1 st shift	Wed/Thur off
411 State	#256-05564	1 st shift	Wed/Thur off
411 State	#256-05565	1 st shift	Tue/Wed off
418 Solar	#256-05625	1 st shift	Mon/Tue off
420 Solar	#256-05637	1 st shift	Tue/Wed off
202 Sheridan	#256-05812	1 st shift	Wed/Thur off
106 Kennedy	#256-05492	2 nd shift	Wed/Thur off
106 Kennedy	#256-05495	2 nd shift	Wed/Sat/Sun/Thur off
404 State	#256-05531	2 nd shift	Tue/Wed off
406 State	#256-05535	2 nd shift	Wed/Thur off
408 State	#256-05558	2 nd shift	Wed/Thur off
411 State	#256-05569	2 nd shift	Mon/Tue off
406 State	#256-05603	2 nd shift	Tue/Wed off
416 Sheridan	#256-05613	2 nd shift	Mon/Tue off
416 Sheridan	#256-05626	2 nd shift	Sun/Mon off
418 Solar	#256-05627	2 nd shift	Wed/Thur off
422 Solar	#256-05656	2 nd shift	Tue/Wed off
424 Solar	#256-05668	2 nd shift	Mon/Tue off
202 Sheridan	#256-05815	2 nd shift	Tue/Wed off
202 Sheridan	#256-05819	2 nd shift	Tue/Wed off
202 Sheridan	#256-05820	2 nd shift	Wed/Thur off
Area II Floater	#245-05655	3 rd shift	Mon/Tue off
Area I Floater	#256-05832	3 rd shift	Mon/Tue off
Area I Floater	#256-05836	3 rd shift	Mon/Tue off
Area II Floater	#256-05865	3 rd shift	Mon/Tue off
Area II Floater	#256-05872	3 rd shift	Mon/Tue off
Area III Floater	#256-05885	3 rd shift	Mon/Tue off

Provide fundamental nursing care for persons served related to personal hygiene, grooming, meals and dressing. Provide behavior training following written plans. Administer medications and treatments according to plan of care for persons served. Establish and maintain a safe, clean working environment. REQUIREMENTS: Must be at least 18 years of age and able to speak, read and understand the English language. Must successfully complete Basic Nursing and Basic Applied Behavior Analysis training within

18 months of employment and attain/maintain Medication Aide Certification status. Must be able to successfully utilize proper body mechanics for heavy lifting. Dependability and a positive working relationship in a team setting a must. **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE. CLOSING DATE: OPEN UNTIL FILLED.**

Nurse II #256-05214-1; Beatrice State Developmental Center; \$18.01/hr. Additional salary based on experience. Full-time, 3 pm-11 pm, varied days off, works every 3rd weekend. Provide direct and indirect professional nursing care at the Outpatient Clinic by overseeing the delivery of nursing care to individuals with mental retardation/developmental disabilities/mental illness at BSDC. REQUIREMENTS: Graduate from an accredited school of professional nursing. Must be currently licensed in good standing as RN in the State of Nebraska. **CLOSING DATE: OPEN UNTIL FILLED.**

Nurse II; Beatrice State Developmental Center; \$18.01/hr. Additional salary based on experience. #256-05167-1 – 12:30 pm–9 pm, varied days off, weekends/holidays as scheduled

#256-05154 – 8 am–4:30 pm, varied days off, weekends/holidays as scheduled

Conduct assessments, documentation, individual interventions; assist with medical staff; transcribe orders, maintain clinical records, monitor medication and treatment administration, and provide inservice to staff as required; serve as a member of the interdisciplinary team and advocate for persons served. REQUIREMENTS: Graduate from an approved school of Nursing as a Registered Nurse. Must be currently licensed as RN in the State of Nebraska. Basic computer skills required. Intermediate Care Facility/Mental Retardation experience preferred. Must be organized and have good communication skills, be dependable, self motivated and be able to have a positive working relationship in a team environment. **CLOSING DATE: OPEN UNTIL FILLED.**

Facility Administrator #256-05001; Beatrice State Developmental Center; Salary: OPEN. Full-time.

M-F, 8-5. Beatrice State Developmental Center (BSDC) seeks a top-level administrator to guide our highly skilled and knowledgeable staff. BSDC provides 24-hour residential, medical, habilitative and consultative services for Nebraskans with mental retardation or related conditions. BSDC is an ICF/MR facility with 246 clients, 783 staff and a budget of \$53.6 million located in a medium-sized community within one-hour of the State's capital city. This facility provides habilitative services that lead clients to live in the least restrictive community settings. REQUIREMENTS: Advanced degree in human services or administration related fields desired. Must be familiar with Federal and ICF/MR standards. Progressively responsible managerial experience and experience providing services to persons with developmental disabilities. Preference given to experience in an ICF/MR facility working with developmental disabilities treatment services and programs. The successful candidate must demonstrate the following skills: strong leadership and communication in the execution of organizational reform, in addition must be able facilitate initiatives and spearhead organizational efforts to meet and exceed Centers for Medicare/Medicaid Services conditions of participation and implementation of Department of Justice agreement requirements. **CLOSING DATE: OPEN UNTIL FILLED.**

Developmental Disabilities Compliance Coordinator #256-05905; Beatrice State Developmental Center; Salary: OPEN. Full-time. M-F, 8-5.

Under direction of the Beatrice State Developmental Chief Executive Office is responsible for facility compliance with federal and state laws and regulations governing ICF/MR's. Coordinate, develop and monitor implementation of Division initiatives, compliance and activities, strategic planning, and policy development. Focus will initially be on implementation of Centers for Medicare/Medicaid Services requirements. Respond to changes in operational program priorities/needs to improve effectiveness of Developmental Disabilities (DD) operations and programs. Analyze and interpret state and federal laws and directives related to DD. REQUIREMENTS: Bachelors degree and significant project management experience. Sound judgment, organization skills, decisiveness and creativity are needed. Proven experience in compliance activities with advance degrees including doctoral level such as a Juris Doctorate, PhD or MD and work experience in the developmental disabilities field preferred. **CLOSING DATE: OPEN UNTIL FILLED.**

Physical Therapist II #256-05229; Beatrice State Developmental Center; Salary: OPEN. Full-time, schedule 8 am-4:30 pm, Sat/Sun off, must be flexible with schedule to meet demands of facility. Provide physical therapy services to individuals with physical disabilities and mental retardation.

Individual evaluations, administer habilitative and rehabilitative programs, attend interdisciplinary team meetings, attend department clinics (brace and shoe, wheelchair), provide in-service for direct care staff and other professional staff, evaluate and write requests for durable medical equipment, supervise physical therapist assistant, assist in supervising department aides and student interns, evaluate and oversee fabrication/modification of individual positioning devices, serve as Outreach resource provider through Outreach and Intensive Treatment Services (OAITS), and teach basic principles of back safety and transfers to new hires through Staff Development. REQUIREMENTS: Graduation from accredited school of physical therapy. Licensed or licensed eligible as Physical Therapist in Nebraska. Knowledge of Nebraska Statutes, rules and regulations that govern practice of physical therapy. **CLOSING DATE: OPEN UNTIL FILLED.**

Speech Pathologist II; Beatrice State Developmental Center; Salary: OPEN. Full-time, #256-05186, 8 am-4:30 pm, Sat/Sun off. #256-05184, 8 am-4:30 pm, Sat/Sun off.

Seeking Speech-Language pathologists to become active member of our Interdisciplinary Teams in the provision of communication and dysphasia services to Nebraska citizens with developmental and or intellectual disabilities. REQUIREMENTS: ASHA credentialed, licensed in Nebraska (or eligibility for licensure) as a Speech-Language Pathologist. **CLOSING DATE: OPEN UNTIL FILLED.**

DHHS Treatment Team Leader #256-05733-2; Beatrice State Developmental Center; \$18.46/hr. Full-time. Four 10-hour days, Area 2; 9:00 pm-7:00 am; Mon/Tue/Wed off. Supervises 3rd shift (10:45 pm-6:45 am) residential and habilitative services for developmentally disabled individuals. Advocate for individuals served, ensure they are protected and their needs are met. Supervise staff. Assist in hiring, provide employee on-the-job training, coordinate and assign work, schedule/approve use of leave time, monitor work performance and reward/discipline employees, evaluate performance, investigate incidents, and provide direct services to individuals in emergency situations. May be required to work irregular hours to meet the requirements of this position and the needs of the individuals. REQUIREMENTS: Bachelors degree in the Human Services field. Must have experience providing services to persons with developmental disabilities plus successful current management or supervisory experience. Must be QMRP qualified. **CLOSING DATE: OPEN UNTIL FILLED.**

DHHS Treatment Team Leader/QMRP #256-05027; Beatrice State Developmental Center \$18.46/hr. Full-time. 8:00 am-4:30 pm, Sat/Sun off with occasional weekends. (Area 2) Coordinate, facilitate, and implement interdisciplinary treatment programs for developmentally disabled/mentally disabled residents. Chair interdisciplinary team meetings. Review all client injuries and reports of abuse/neglect. Advocate for clients within assigned Unit, ensure clients are protected and needs are met. Ensure residents receive training and supports to be more independent in daily living activities including work, gaining and maintaining significant relationships, making choices and ensuring their rights as a citizen. REQUIREMENTS: Bachelors degree in human service field and experience providing services to persons with developmental disabilities (DD). Preference given to applicants with current management or supervisory experience. Must be QMRP qualified. **CLOSING DATE: 01/30/09.**

DHHS Treatment Team Leader (Area 3) #256-05049R-1; Beatrice State Developmental Center; \$18.46/hr. Full-time. Schedule: 4, 10-hour days; 9:00 pm-7:00 am, Tue, Wed, Thur off. Under the direction of the Neighborhood Services Administrator, supervises third shift (10:45 pm to 6:45 am) residential and habilitative services for approximately 150 developmentally disabled individuals. Advocate for individuals served within the assigned Unit, ensures that the individuals are protected and needs are met. Provide supervision of 20-22 Developmental Technicians. Hiring, provide employee on-the-job training, coordinate and assign work, schedules/approve the use of leave time, monitor work performance, reward and discipline employees, conduct investigations of critical incidents, administer performance evaluations, and providing direct services to persons served in emergency situations. May work irregular hours to meet the requirements. REQUIREMENTS: Bachelors degree in the Human Services field. Must have experience providing services to persons with developmental disabilities plus successful current management or supervisory experience. Must be QMRP qualified. **CLOSING DATE: OPEN UNTIL FILLED.**

Social Worker II #256-05126; Beatrice State Developmental Center. Salary: OPEN. Full-time, 8-4:30 pm Sat/Sun off. Perform Certified Social Worker functions with a caseload of individuals with mental retardation; establish and maintain effective working relationships with persons served, guardians, families, and other agency employees to assist in the problem solving associated with active treatment; service as the primary liaison and advocate between the guardians/families of persons served and the interdisciplinary team; attend and participate in scheduled interdisciplinary team meetings; maintain accurate, complete, and pertinent records of interactions; their guardians and their families; follow relevant laws, ethical guidelines and facility policy to gain informed consents; gather all social services information on potential persons served prior to intake activities; keep in contact with service coordination to facilitate placement when deemed appropriate. Some travel may be required. REQUIREMENTS: Must be certified as a Social Worker by the Nebraska Department of Health and Human Service. A bachelors degree in Social Work with at least some experience in the field of Mental Retardation/Developmental Disabilities Services is preferred. Familiarity with case management, the interdisciplinary process, general advocacy services and behavior therapy is preferred. **CLOSING DATE: OPEN UNTIL FILLED.**

Developmental Technician Shift Supervisor #256-05470-2; Beatrice State Developmental Center; \$12.79/hr. Filling 66 positions. Schedule to be worked: First and second shifts only, Rotating weekends and week days off. Applications previously received for these positions are still being considered. Within Neighborhood Services and under the supervision of a Home Manager provides direct supervision, support, coaching, and mentoring to Developmental Technicians. Duties include: participate in hiring; assign work; recommend and issue disciplinary actions including suspensions and terminations; provide on-the-job training and regular performance feedback and evaluation; and prepare and conduct performance evaluations. Participate in the preparation of staffing schedules and ensuring well trained staffs are scheduled and available for each shift. Be role model to Developmental Technicians when interacting with clients and when providing active treatment. Notify appropriate personnel of problems related to resource allocation or the physical living environment. NOTE: Eligible for both shift differential and overtime pay. For more information, contact BSDC Human Resources. REQUIREMENTS: Successful experience as a direct support professional providing support to individuals with developmental disabilities. Prior supervisory experience preferred. **CLOSING DATE: OPEN UNTIL FILLED.**

Security Guard #256-05102-2; Beatrice State Developmental Center; \$10.08/hr. Full-time. Schedule: Mon - 6:30 am-2:30 pm; Tue/Wed – 2:30 pm-10:30 pm; Thur/Fri – 10:30 pm-6:30 am, Sat/Sun off. Patrol BSDC grounds and buildings to ensure safety of clients and the security of state property; deliver supplies; transport clients; assist in emergency situations; direct traffic; and prepare daily activity reports. REQUIREMENTS: Valid driver's license or the ability to provide independent authorized transportation with an excellent driving record. Must be able to lift at least 75 pounds and demonstrate proper lifting techniques, including utilizing a stretcher. Must possess excellent communication skills; read and write; follow instructions; work from guidelines without close supervision; and stay calm in adverse situations. Must have the ability to establish and maintain effective working relationships with staff and clients. Must be dependable and willing to adjust work schedule to meet the needs of the department/facility. Previous security work experience is preferred. **CLOSING DATE: 02/06/09.**

Food Service Cook #256-05445-2; Beatrice State Developmental Center; \$9.77/hr. Full-time. Schedule: 10:45 am-7:15 pm with Wed/Thur off. Prepare, season and cook food following large standardized recipes, for a 24 hour MR/MI Facility. Prepare five consistencies of cooked foods, check daily special menus of individuals served, for special foods needed at the meal. Place prepared foods in tray line steam table and Coed Dining Room warmer, check menu for following day for preparation of food items needed to be prepared in advance, and responsible for sanitation in work area. REQUIREMENTS: Food service experience in a large industrial setting. Ability to follow large institutional recipes; knowledge of food sanitation standard; knowledge of various kitchen equipment and utensils; ability to communicate with public and individuals served; knowledge of safety practices and ability to work harmoniously with co-workers. Must be able to stand on feet for 8 hours and lift up to 50 pounds. **CLOSING DATE: 02/09/09.**

DHHS Service Coordinator #256-37034 & 37064; Lincoln-Gold's; \$14.12/hr. Full-time, Days, M-F. Perform service coordination for people with developmental disabilities including: perform intake and eligibility activities, secure assessments, identify habilitative training needs, assist in accessing due process procedure, monitor and evaluate effectiveness/adequacy of services, coordinate the development of individual/family support plans, ensure medical, legal and financial service needs are met. Serve as liaison for individual/family, conduct on-site monitoring visits and transport people receiving services. REQUIREMENTS: Post high school coursework in education, psychology, social work, sociology, or related field plus one year experience within a specialized developmental disabilities service system in delivery of habilitation or one year experience as a service coordinator. Bachelors degree in one of the above fields may substitute for the required experience in delivery of habilitation or experience as a service coordinator. Good communication skills; valid driver's license or the ability to provide independent authorized transportation; travel locally. **CLOSING DATE: 02/09/09.**

Child & Family Services Specialist Trainee #254-37024; Wahoo; \$13.13-15.18/hr. Full-time, Days, M-F, plus some additional hours. Promotion to Child and Family Services Specialist will occur after successful completion of required classroom and on-the-job training programs. This is a generic caseload assignment. Will investigate allegations of abuse/neglect, visit homes, conduct family assessments, establish safety plans, and initiate court interventions. Develop, implement, and evaluate treatment plans, authorize, coordinate, and provide family services. Prepare cases with appropriate legal staff and testify in court. Develop community resources; work with schools, law enforcement, and mental health providers; inform the public of protection and safety services. Perform crisis intervention. Prepare documentation, correspondence, and court reports. Casework may be with children/juveniles who have been adjudicated as delinquent or status offenders. REQUIREMENTS: Bachelors degree required; prefer degree in social work, psychology, sociology, counseling, human development, mental health, education, criminal justice or closely related field. After hire, must be certified in training to de-escalate and manage communications and physical interactions. Valid driver's license or the ability to provide independent authorized transportation. Within your state application, address how your background qualifies you for this position. **CLOSING DATE: 02/09/09.**

Child & Family Services Specialist Trainee #254-37032-2 & 37103; INTERNAL APPLICANTS ONLY; Lincoln-Gold's; \$13.13-15.18/hr. Full-time, Days, M-F, plus some additional hours. Promotion to Child and Family Services Specialist will occur after successful completion of required classroom and on-the-job training programs. Initial Assessment. Responsible for investigating allegations of child abuse/neglect which may lead to taking immediate action to ensure child safety. Coordinate investigations with local law enforcement and other agencies within the community. Provide crisis intervention and safety planning to families/children. Conduct announced and unannounced home visits to conduct assessments and monitor plans. Collaborate with professionals in the court system to provide professional opinions and testimony at hearings. Document all contacts and interviews with individuals. Complete formal written assessments including a critical analysis of data gathered to determine if a child is safe and what level of intervention may be needed. When children must be removed from their parental home, will actively seek relatives and others known to the child to determine best first placement options. Will require work some non-traditional hours. REQUIREMENTS: Bachelors degree required; prefer degree in social work, psychology, sociology, counseling, human development, mental health, education, criminal justice or closely related field. After hire, must be certified in training to de-escalate and manage communications and physical interactions. Valid driver's license or the ability to provide independent authorized transportation. Within your state application, address how your background qualifies you for this position. Bilingual skills in English and Spanish preferred. **CLOSING DATE: 02/09/09.**

Child & Family Services Specialist Trainee #254-37093-3; INTERNAL APPLICANTS ONLY; Lincoln-Gold's; \$13.13-15.18/hr. Full-time, Days, M-F, plus some additional hours. Promotion to Child and Family Services Specialist will occur after successful completion of required classroom and on-the-job training programs. Ongoing. Responsible for engaging families and children in case planning to reach timely permanency goals. Assess needs and protective capacities of parents who need enhanced services to provide safety for their children. For diminished area, develop an individualized case plan which may include formal and information services/supports. This position must have the skills to engage

and empower families to make needed changes. Conduct announced and unannounced home visits to ensure safety and evaluate. When family preservation or reunification with the biological family is not a viable option, secure other permanency plans that may include adoption, guardianship or independent living. Monitor, assess and evaluate progress toward permanency; prepare and present reports to the court and be prepared to testify and provide professional recommendations; and document daily case activities. REQUIREMENTS: Bachelors degree required; prefer degree in social work, psychology, sociology, counseling, human development, mental health, education, criminal justice or closely related field. After hire, must be certified in training to de-escalate and manage communications and physical interactions. Valid driver's license or the ability to provide independent authorized transportation. Within your state application, address how your background qualifies you for this position. **CLOSING DATE: 02/09/09.**

Staff Assistant II #256-37057; Lincoln-Gold's; \$14.26/hr. Full-time, Days, M-F. Coordinate, monitor, and provide technical and general office management support, which may include: compile data, prepare correspondence and reports, take meeting minutes, and track employee leave. Serve as support to the unit administrator, coordinate special projects, handle suspense letters and clients complaints in the administrator's absence, participate in management meetings with follow up responsibility, and reviewing/developing/recommending office policies and procedures. Will supervise four clerical staff. REQUIREMENTS: Office management support including experience in coordinating and monitoring projects; managing information and workflow. Ability to communicate with people of diverse backgrounds. Experience recording and transcribing meeting minutes. Ability to adapt to work demands, prioritize workload and work with minimal supervision. Must have PC experience with Microsoft Word, Excel, and PowerPoint. Post high school coursework in office management practices and experience in a developmental disability agency preferred. Prefer previous supervision experience. **CLOSING DATE: 02/02/09.**

Child & Family Services Specialist Trainee #254-37106-4; (Multiple Positions)-Lincoln-Gold's; \$13.13-15.18/hr. Full-time, Days M-F, plus some additional hours. Promotion to Child and Family Services Specialist will occur after successful completion of required classroom and on-the-job training programs. This is a generic caseload assignment. Will investigate allegations of abuse/neglect, visit homes, conduct family assessments, establish safety plans, and initiate court interventions. Develop, implement, and evaluate treatment plans, authorize, coordinate, and provide family services. Prepare cases with appropriate legal staff and testify in court. Develop community resources; work with schools, law enforcement, and mental health providers; inform the public of protection and safety services. Perform crisis intervention. Prepare documentation, correspondence, and court reports. Casework may be with children/juveniles who have been adjudicated as delinquent or status offenders. REQUIREMENTS: Bachelors degree required; prefer degree in social work, psychology, sociology, counseling, human development, mental health, education, criminal justice or closely related field. After hire, must be certified in training to de-escalate and manage communications and physical interactions. Valid driver's license or the ability to provide independent authorized transportation. Within your state application, address how your background qualifies you for this position. **CLOSING DATE: 02/02/09.**

Attorney III #251-75003; INTERNAL APPLICANTS ONLY; NSOB-3rd Floor-Lincoln; Salary: OPEN. Full-time. M-F, 8-5. The Nebraska Department of Health and Human Services Office of Legal Services has an Attorney III position open. REQUIREMENTS: Must possess a license to practice law in Nebraska, have excellent legal research and communication skills, and experience practicing in complex areas of the law, or equivalent experience. Ability to interpret for program staff and management the legal effect of transactional documents, consequences of existing fact patterns, and impact of and changes in guidelines needed due to developing statutory and case law, and to interpret complex federal and state constitutional, statutory and regulatory law desired. Prefer the ability to provide trial and appellate litigation support to Legal and Regulatory Services and to the Attorney General's Office. Experience in health law, specifically behavioral health law, or administrative law preferred. **CLOSING DATE: 02/09/09.**

DHHS Administrator I #254-26013; NSOB-4th Floor-Lincoln; \$24.13/hr. Full-time. M-F, 8-5 and other times as necessary. Provide administrative leadership to the Nebraska Department of Health and Human Services, Division of Children and Family Services, Economic Assistance Unit's Temporary Assistance for Needy Families (ADC and EF) and Food Stamps (SNAP) program areas. Work closely with the Policy Section Administrator and Economic Assistance Unit Administrator on program development, policy development, implementation and monitoring. Supervise TANF and FSP staff in the Central Office. Collaborate with staff across the 5 service areas on policy, quality control, quality assurance, case reviews, program improvement plans, and integrity of program areas. Responsible for the development of accurate/timely policies for delivery of benefits to clients for the TANF and Food Stamp Programs. Ensure programs cooperate, support and communicate with other programs within DHHS to accomplish efficient/effective program/benefit delivery. Responsible for building/maintaining positive team environment(s). Liaison with federal representatives. Review federal and state regulations to insure compliance and write needed policy or policy changes. Liaison with internal and external partners. REQUIREMENTS: Bachelors degree in public/business administration, social/behavioral science, education or other closely related human services field. Program evaluation, or organization/management analysis AND progressively responsible experience in an administrative/supervisory capacity with responsibility for workload assignments, budgets, liaison with federal program administrators, policy development, and experience working with other program administrators. **CLOSING DATE: OPEN UNTIL FILLED.**

IT Applications Developer/Senior #251-60087-2; NSOB-5th Floor-Lincoln; \$22.47/hr. Full-time, M-F, 8-5. Applicants who have previously applied need not re-apply. Part of a team responsible for development of new software applications including: analysis and design; logical/physical database design; implementation; security; debugging/testing; and documentation. Responsible for maintenance of existing applications. Also responsible for maintaining 3rd party vendor application software, including loading new releases; coordinating testing with users; and moving software into production. REQUIREMENTS: Bachelor's degree or Associates degree in a related area such as computer science, computer engineering, computer programming, management information systems, or related and experience is required. Experience in programming using the Microsoft .NET framework required, MS Visual C# is required. Experience in programming applications using either Visual Basic; Visual Basic.Net; PowerBuilder; and/or JAVA are a plus. Must have experience in writing complex SQL queries. Experience working with Microsoft SQL Server, UDB and/or Oracle databases is preferred. Experience in managing a Tomcat, IIS, or Oracle Application Services web environment is a plus. **CLOSING DATE: OPEN UNTIL FILLED.**

Facilities Surveyor/Consultant-RN #252-55738-2; NSOB-3rd Floor-Lincoln \$19.22/hr. Additional salary based on experience. Full-time. M-F, 8-5. Surveys/inspects health care facilities for conformance with State and Federal regulations; provides education to providers of health care facilities to ensure health care needs of residents/patients are being met. Primary survey responsibilities are in both Federal certification and State Licensure programs for long term care facilities. REQUIREMENTS: Current Nebraska Registered Nursing license or eligibility for the same. Must have coursework/training in professional nursing and experience in geriatrics/long-term care, nursing administration, teaching or surveying health care facilities. Desire knowledge of interviewing and counseling techniques; the principles of public health and medical care facility equipment, construction and safety. Frequent day/overnight travel. May work irregular hours to accomplish surveys. Valid driver's license or the ability to provide independent authorized transportation. **CLOSING DATE: 02/09/09.**

DHHS Program Specialist #254-40014-1; NSOB-3rd Floor-Lincoln \$18.03/hr. Full-time. M-F, 8-5. Candidates who have previously applied need not re-apply. Direct involvement in the development, implementation, issuing and monitoring of Contracts. Liaison with the field staff to monitor and oversee Statewide, Local, and individual provider trends as well as an analysis of Contract Standards, Provider Performance Measures, Quality Assurance results, and financial data on use of these services. Track recommendations for changes and amendments to the existing contracts. Evaluate, analyze, and prepare written reports and recommendations. Provide consultation and technical assistance to the unit teams, field operations, related state/local agencies, service providers, and other entities. Compile/analyze and

present data. Interpret and utilize data for the development and presentation of special reports and studies to state and federal agencies and other profit/non profit organizations. **REQUIREMENTS:** Bachelors degree in social work, criminal justice, psychology, behavioral sciences or a closely related human services field, with a strong background in child welfare and juvenile services, and experience in quality program management or internal/external quality consulting experience or applied quality science. Excellent communication, interpersonal, critical thinking skills, and the ability to excel as a team member required. Experience using Microsoft Word and Excel required. Travel is required. Valid driver's license or the ability to provide independent authorized transportation is required. Experience using Microsoft Access and/or SPSS preferred. Masters degree preferred. Applicants must submit a resume with their application, specifically addressing qualifications related to the requirements and preferences given for the position. **CLOSING DATE: 02/17/09.**

Child Support Enforcement Operations Specialist #254-16045; 220 Building, S. 17th St.-Lincoln; \$15.18/hr. Full-time, M-F, 8-5. Perform a variety of services for custodial and non-custodial parents within the Child Support Enforcement Program. These services would include: Working to resolve customer disputes. Work with Child Support Enforcement local office staff, county/ authorized attorneys, Clerks of the District Court. Research and respond to interstate issues. Conduct administrative reviews of cases submitted for enforcement. Represent the Department in Administrative Hearings. Examples of administrative enforcement programs involved: Tax Refund Intercept Program, Administrative Offset, Passport Denial, Consumer Credit Reporting, and License Suspension. Interpret court orders, modifications, stipulations, property settlement agreements, other legal documents, court payment records to resolve intra and interstate collection and distribution problems, or for possible modification of child support. Promote establishment of paternity. Negotiate repayment agreements with customers for an alleged overpayment. **REQUIREMENTS:** Required 24 hours post-high school education and/or experience in fields related to investigation, research, problem solving methods, accounting, or paralegal studies. Position requires good customer service skills, accuracy, timeliness and effective communication skills. Ability to read, understand, apply and explain state and federal regulations. This position requires the ability to use a personal computer effectively Caseload management and/or eligibility determination experience and the ability to work with detail and numbers preferred. Experience in working with clerks of the court and county attorneys preferred. Experience with Microsoft Word and Excel preferred. Experience with child support enforcement preferred. Bachelors Degree preferred. **CLOSING DATE: 02/09/09.**

Staff Assistant II #252-55620; 3rd Floor, NSOB-Lincoln; \$14.26/hr. Full-time, M-F, 8-5. Review and evaluate compliance with regulations of applicants for Family Child Care Home II, Child Care Centers, and Preschools during initial, renewal, and amendment application processes within 91 Counties in Nebraska. Provide accurate information, consultation, and technical assistance to applicants and licensees on the application and licensing process. Conduct pre-licensure orientation training to applicants. Explain agency standards and process required to obtain and retain State licensure. Record, review, and maintain documents pertaining to child care facility operations. **REQUIREMENTS:** Experience working with the public and maintaining files. Training or on the job experience with databases, spreadsheets, word processing and electronic mail. Must have strong organizational and excellent communication skills, be self-motivated and team oriented. Ability to: Meet deadlines; bend, reach, and lift a minimum weight of 40 lbs. **CLOSING DATE: 02/02/09.**

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